

EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS



Ian A. Bowles, Secretary

Grant Announcement

RFR ENV 09 GTA 03

Dated: December 5th, 2008

Green Jobs: Pathways Out of Poverty Grant Program

1. GRANT OPPORTUNITY SUMMARY:

A. PROPOSALS SOUGHT FOR: Job training programs associated with the clean energy industry that move training participants towards financial self-sufficiency.

B. OVERVIEW AND GOALS: Grants made through the Pathways Out of Poverty Grant Program are intended to support pathways towards economic self-sufficiency in the clean energy industry for low and moderate-income individuals. The targeted population for this initiative is individuals in families with incomes that do not exceed 300 percent of the federal poverty level or other self-sufficiency standard. (See further detail in Appendix B: Federal Poverty Level and Self-Sufficiency Standard Chart).

C. ELIGIBLE PROJECTS: Eligible Projects include, but are not limited to, providing job training, certifications, relevant education and career coaching. This program is particularly targeted towards projects serving individuals in the Gateway Communities of Brockton, Fall River, Fitchburg, Haverhill, Holyoke, Lawrence, Lowell, New Bedford, Pittsfield, Springfield and Worcester, as defined by Chapter 307 of the Acts of 2008 (See further detail on eligible projects in Section 2B).

D. ELIGIBLE APPLICANTS: Clean energy companies, community-based nonprofit organizations, educational institutions and labor organizations. (See further detail on eligible applicants in section 2A).

E. APPLICATION DEADLINE: January 29th, 2009, 12:00 Noon. (See further detail on deadlines and grant program calendar in Section 4)

F. FUNDING AVAILABILITY: \$1,000,000 is available for 5 grants. Exceptions may be made at the Secretary's discretion (see further detail on Funding Availability in Section 2C).

G. MATCH REQUIREMENT: No match is required for these grants, although projects that leverage additional funding will be scored more highly. (See further detail on match requirement in section 2D).

H. TOTAL ANTICIPATED DURATION OF CONTRACT(S): Contracts are estimated to begin on or around February 25, 2009 and close on June 30th, 2010 (See further detail on anticipated duration of contract(s) in section 2F).

I. REGULATIONS, STATUTES, OR AUTHORIZATION GOVERNING THIS GRANT PROGRAM: This program is authorized by Chapter 307 of the Acts of 2008: An Act Relative to Green Jobs in the Commonwealth. (See further detail in Attachment A)

J. CONTACT INFORMATION:

Abbey Tennis or Jen Baker
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Executive Office of Energy & Environmental Affairs
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Boston, MA 02114
(617) 626-7887
Abbey.tennis@state.ma.us
www.Mass.gov/eea and www.comm-pass.com

Jen Baker
Massachusetts Clean Energy Center
(617) 626-7887
baker@masstech.org

2. Performance and Contract Specifications

A. ELIGIBLE APPLICANTS: This RFR is open to -

- Clean Energy Companies, defined as companies primarily working on advanced and applied technologies that significantly reduce or eliminate the use of energy from non-renewable sources, including, but not limited to: energy efficiency; demand response; energy conservation and those technologies powered in whole or in part by the sun, wind, water, biomass, alcohol, wood, fuel cells any renewable, non-depletable or recyclable fuel.
- Community-Based Nonprofit Organizations (must currently hold 501(c)(3) status).
- Educational Institutions
- Labor Organizations

Subcontracting: No part of the work resulting from an agreement with EEA covered by the terms of the Application may be subcontracted unless the subcontract is approved in writing by EEA or specifically detailed in the Application.

Multiple Applications: Organizations are welcome to submit more than one application however, no organization will receive funding for more than one project.

B. ELIGIBLE PROJECT(S)/SCOPE(S) OF WORK:

Applicants may engage in a range of services and activities that address employers' workforce needs and optimize opportunities for participant learning, career development and economic advancement (placement and wage gains) within the clean energy industry. Programs funded through these grants must be designed to provide the maximum assurance possible that individuals will improve their economic circumstances as a result of participation in the program. For underemployed individuals, the evidence of economic advancement will be increased earnings. For unemployed individuals, evidence of economic advancement will be placement in a job. All projects must have a clear and significant connection to the clean energy industry.

Pathways Out of Poverty grants may be used to support:

- Outreach and recruitment, including specific activities designed to recruit unemployed participants
- Apprenticeship programs
- Formal on-the-job training
- Case management
- Career coaching, including the development and tracking of individual participant career plans
- Stipends for non-incumbent workers participating in internships where the employer is part of the screening process for choosing interns, and the outcome of an internship is the increased likelihood of employment with that employer
- Applicant assessment (testing, interviewing, eligibility screening)
- Integrated basic education (e.g., ABE, GED, ESOL, math, computers/technology, problem solving, critical thinking) and occupational skills training
- Post-secondary education and credentialing programs
- Tutoring
- Competency and skill gain assessment
- Stipends for non-incumbent workers during training
- Books, equipment, uniforms and other resources required for training or employment that would not be provided by the employer to new employees or incumbent workers as a normal business practice
- Support services needed to support the success of the program, such as transportation and child care
- Evaluation
- Other relevant activities

Recommended Program Elements:

Partnerships: Programs are encouraged to create or build on partnerships that include a broad spectrum of stakeholders and a range of expertise that addresses the skill demands of the targeted occupation(s) in the clean energy sector and the needs of the targeted population. Among the partners there must be a “Lead Applicant” for the proposal. Partnership best practices indicate that the most effective partnerships include at least two employers, and if workers at a participating employer are covered by a collective bargaining agreement, the labor union representing those workers also be a member of the partnership. If post-secondary degrees or credentials are required for the targeted occupation(s), partnerships should include a post-secondary institution, such as community colleges, institutions of higher education and vocational technical schools. Partnerships are strongly encouraged to engage with the Local Workforce Investments Board(s).

Other suggested potential partners include:

- One-Stop Career Centers
- Community Based Organizations
- Adult Basic Education Providers
- Education and training providers
- Local economic development agencies
- Professional/Trade Associations
- Foundations
- Local community action councils
- Chambers of Commerce

In the absence of union representation, the partnership should seek a method for ensuring workers are integrally represented in the partnership.

Career Pathways: Career pathways provide a map of skills, education, and experience that a person needs to achieve skill and wage progression in an occupation or industry. Initiatives should include career coaching for participants to articulate career goals and the steps to achieve those goals. Applicants should show how participants will make progress toward economic self-sufficiency over the life of the grant.

Credentials earned through post-secondary education are increasingly required for most of the Commonwealth's demand occupations, particularly those that pay a self-sufficiency wage. In addition, post secondary credentials have a marked positive impact on an individual's earning potential over his/her lifetime. Applicants are strongly encouraged to focus on education, training, and other career pathway supports that lead to worker achievement of post secondary credentials in clean energy industry occupations.

C. FUNDING AVAILABILITY, BUDGETING GUIDELINES & ALLOWABLE EXPENDITURES:

\$1,000,000 is available for a total of 5 grants. Though there is no minimum or maximum grant award, most awards are expected to be between \$100,000 and \$300,000.

Funds may be used for direct services related to program activities connecting people to, and providing education and training for, jobs in the clean energy sector and other costs associated with the development and implementation of the project.

All contracts shall be subject to available funding, whether through the appropriation and authorization of sufficient funds or the receipt of sufficient revenues. If available funding ceases for any reason, a contract shall be deemed under suspension and contract performance must halt. A contractor will not be entitled to compensation for any performance provided during the period of contract suspension. EEA may lift the suspension if available funding is received. In the absence of foreseeable available funding, EEA may terminate the contract.

D. MATCH REQUIREMENT: No match is required for these grants, although projects that leverage additional funding will be scored more highly.

E. PROJECT TERMS: Any proposal submitted on behalf of a partnership (for example, a partnership between a community college and an energy-efficiency company), must be submitted by a "Lead Applicant," who meets the eligibility criteria outlined in Section 2A. The partnership should also have formal agreements about the process for decision-making and the roles, responsibilities, commitments and contributions (financial and other) of each partner. Signed Memoranda of Agreement that incorporate these agreements are required for all members of the partnership. Partners may be added, with a signed MOA, after the beginning of the grant period. (See Appendix C for a sample MOA.)

If awarded, all projects will be required to abide by the Standard Commonwealth of Massachusetts Terms and Conditions (Attachment 4) and the EEA Supplemental Terms and Conditions (Attachment 5). In addition, all final contracts are subject to successful negotiation of a Final Scope of Services. Please note that EEA does not guarantee that any contracts may result from this RFR or

that any particular funding level will be awarded. It is anticipated that projects could commence immediately upon EEA's decision. The awarded contracts will be reviewed during their course and, upon request by the Contractor, may be extended or otherwise amended at the sole discretion of EEA. Any extensions granted will not necessarily change, or increase, the monetary value of the contract.

F. ANTICIPATED DURATION OF CONTRACTS: Contracts will last until June 30th, 2010, the end of Fiscal Year 2010. Extension of the contract is at the sole discretion of the Secretary.

G. DELIVERABLES, OWNERSHIP, AND CREDIT DUE: Any materials, curricula, or other deliverables developed under this grant must be shared with EEA and the Executive Office of Labor and Workforce Development upon grant completion.

H. REPORTING: Partnerships will be required to submit Narrative Reports using a template supplied by EEA, reporting the project's overall numbers of participants served and detailing the project's successes, challenges, and next steps.

The applicant (or lead applicant, in the case of partnership applications) will be required to submit invoices on at least a monthly basis, reporting the project's expenditures. Funds will be disbursed on a cost-reimbursement basis.

Partnerships will be required to collect and report individual participant data on the following topics:

- Individual Participant Demographics
- Participant Employment status (upon enrollment and upon program completion)
- Participant Wage, Hours, and Benefit Information (upon enrollment and upon program completion)
- Training Course Information and Outcomes
- Overall Goals of Training Program and Outcomes

I. INVOICING: Contracts are paid on a reimbursement basis. Only expenses incurred during the period of the contract are eligible for payment.

See also the attached EEA Supplemental Terms and Conditions (Attachment 5).

3. Instructions for Application Submission

A. EVALUATION CRITERIA: Each Response will be scored using the following measures:

- **General**
 - All required materials and forms submitted on time (threshold criteria)
 - Applicant meets eligibility standards (threshold criteria)
 - Overall quality and content of application
- **Target Areas**
 - Effectively targets population of <300% of poverty level (or other self-sufficiency level)

- Program targets populations in one or more “Gateway” communities* (Brockton, Fall River, Fitchburg, Haverhill, Holyoke, Lawrence, Lowell, New Bedford, Pittsfield, Springfield and Worcester)
- Relevancy of program to clean energy industry
- **Quantitative**
 - Number of people to be trained (and employed)
 - Cost/effectiveness of application (cost per number of persons trained/placed, etc.)
- **Qualitative**
 - Demonstrated demand for type of training/services provided by applicant (evidence of need shown from employer statements, labor market studies, etc.)
 - Applicant(s) has demonstrated experience implementing successful job training/placement programs
 - Strength of participant recruitment strategy
 - Strength of trainee job placement strategy (commitments from employers to hire workers trained by program, employer expectations are identified in application and will be met by program, etc.)
 - Application addresses recommended program elements (see Section 2B)
 - Application submitted by Partnership? If so, does partnership include strong commitments from recommended constituencies?
 - Career Pathways provided will be well-served by this program
 - Quality and experience of trainers and other professionals providing services
 - Replicability of program to other agencies/locations in the Commonwealth
- **Budgetary**
 - Budget reasonableness and likelihood of success
 - Additional funds leveraged

NOTE: EEA reserves the right to take into account programmatic and geographic diversity in awarding grants.

B. APPLICATION SUBMISSION INSTRUCTIONS: The Application Package is due at the Executive Office of Energy and Environmental Affairs (see address in Section 1J of this RFR) no later than 12:00 Noon on Thursday, January 29, 2009. The submission must include one complete hard copy Application Package and an electronic copy either submitted on CD or via email to eeagrants@state.ma.us and received by EEA not later than 12:00 Noon on Thursday, January 29, 2009. “Pathways Out of Poverty” must appear on the email subject line.

The following documents make up the required components of a Grant Application Package submission. Failure to provide any of the materials listed below may result in the disqualification of the Proposal. In order to make reviewing your application easier, the Application Package should contain all of the following forms and materials in the order in which they are listed:

- A. **Application Summary Form:** Attachment 1A is the Applicant Summary Form. This form lists information on the applicant(s) organization(s), and gives “at a glance” information about the proposed program. Applicants must complete this form and have it signed by an individual with signatory authority for the applicant, or lead applicant. This form should be the title page of your Application Package.

* As defined by Chapter 307 of the Acts of 2008

- B. **Application Narrative Form:** Attachment 1B is the Application Narrative Form. Applicants must use this form to submit the narrative description of their project. Answer all the questions included on the Narrative Form. If a question does not apply to your organization or project, write “Not Applicable” in the section. Do not change the order or the numbering of the questions/sections. You may adjust the spacing in each section of the Application Narrative Form to accommodate your answers. The Application Narrative Form (the narrative description of your project) should not exceed fifteen (15) pages in a font 11 points or higher. You may use two (2) additional pages to answer existing partnership questions.
- C. **Budget Form:** Attachment 1C is the Budget Form. Applicants must submit a budget request (and expected leveraged funds, if applicable) broken down by project year using the provided form accompanied by a narrative of the total budget. The budget will be used to evaluate the Application in terms of its reasonableness, cost/benefit ratio, and its likelihood to succeed. The budget also becomes the financial basis for the grant award, paying the costs incurred and tracking match contributions over the course of the project. Budgets must be specific and complete as possible. EEA reserves the right to modify Application budgets, prior to, and/or after grant award.
- D. **Implementation Time Line Form:** Attachment 1D is the Implementation Timeline Form. In addition to the Application Narrative and Budget, please complete and attach the Implementation Timeline Form listing all proposed project activities, projected number of participants for each activity, activity start and end dates, total number of hours for each activity, and training providers (if known).
- E. **Outcomes Plan Form:** Attachment 1E is the Outcomes Plan Form. Please provide project participant outcome goals. Please provide separate outcome goals for unemployed participants, participants who are employed but not in the targeted industry or industries and incumbent workers (those who are employed in the target industry or industries). Please provide an unduplicated count of the total planned number of participants.
- F. **Contract Terms and Conditions Sign-Off Form:** Attachment 1F is the Contract Terms and Conditions Sign-Off Form. Please read, sign, and include this form in your Application Submission Package. This form records that the lead applicant has read, understood, and agrees to abide by the Commonwealth of Massachusetts’ and the Executive Office of Energy and Environmental Affairs’ standard Contract Terms and Conditions if awarded funds. (See Attachments 4 and 5.)
- G. **Memorandum of Agreement (if applicable):** If a partnership is submitting the application, all partners in the project must complete and sign a Memorandum of Agreement detailing the roles and responsibilities of each partner, a copy of which must be included with the Application Package. A sample MOA is available in Appendix C.

C. ADDITIONAL REQUIRED DOCUMENTATION: If selected, the Respondent will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form, filled out and signed by the Respondent
- Commonwealth Scope and Budget Form
- Commonwealth Terms and Conditions filled out and signed by the Respondent
- Commonwealth W-9 tax information form filled out and signed by the Respondent.
- Completed Contractor Authorized Signature Verification Form.
- A statement, on Respondent letterhead, attesting to the conditions in Item 24 of the EEA Supplemental Terms and Conditions (see Attachment 5)

Respondents are encouraged to review these forms prior to submission of a Response. They are available on line at:

http://www.mass.gov/?pageID=osdmodulechunk&L=1&L0=Home&sid=Aosd&b=terminalcontent&f=osd_forms&csid=Aosd

4. Deadlines and Procurement Calendar

A. RELEASE OF RFR: December 5th, 2008

B. APPLICATION DUE DATE: January 29th, 2009, 12:00 PM.

C. ESTIMATED AWARD DATE: Awards are estimated to be announced on or around February 10th, 2009, with contract negotiations to begin immediately thereafter.

D. ESTIMATED CONTRACT START DATE: Contracts are estimated to begin on or around February 25th, 2009. Notwithstanding any verbal representations by the parties, or an earlier start date listed in the Standard Contract Form, and only after an award is issued and a final scope of services has been negotiated, the effective start date of a contract shall be the latest of the following dates: the date the Standard Contract Form has been executed by an authorized signatory of the contractor and the procuring department; the date of secretariat or other approval(s) required by law or regulation; or a later date specified in the Standard Contract Form.

5. Miscellaneous

A. TYPE OF PROCUREMENT: Grant

B. USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS: This RFR is a single department procurement. All contracts awarded under this RFR will be utilized solely by EEA.

C. REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS: RFR will result in 5 contracts.

D. RFR DISTRIBUTION METHOD: This RFR will be posted on the Commonwealth's central procurement website, Comm-PASS[†] (www.comm-pass.com), on EEA's website (www.mass.gov/eea), and distributed through email to various distribution lists.

Respondents may not alter RFR language or any RFR component files. Those submitting a proposal must respond in accordance to the RFR directions and complete only those sections that prompt a Respondent for a response. Modifications to the body of this RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited. Any unauthorized alterations will disqualify response.

[†] It is the responsibility of every Applicant to check Comm-PASS for any addenda or modifications to an RFR to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Applicants who fail to check for amended RFRs and submit inadequate or incorrect responses. Potential Respondents are advised to check the "last change" field on the summary page of RFRs for which they intend to submit a response to ensure they have the most recent RFR files.

E. LIST OF APPENDICES AND ATTACHMENTS:

Appendix A: Legislation Guiding this Grant Program

Appendix B: Self-Sufficiency Charts

Appendix C: Sample Memorandum of Agreement (MOA)

Attachment 1: Application Package

Attachment 2: EEA Supplemental Terms and Conditions

Appendix A

Chapter 307 of the Acts of 2008

AN ACT RELATIVE TO GREEN JOBS IN THE COMMONWEALTH.

SECTION 13. The secretary of energy and environmental affairs in consultation with the secretary of labor and workforce development may allocate \$1,000,000 from the Massachusetts Alternative and Clean Energy Investment Trust Fund, established by section 35FF of chapter 10 of the General Laws, for an initiative to be known as the pathways out of poverty initiative. Said initiative shall be administered by said secretary or his designee. Under said initiative, the secretary shall award 5 competitive grants to clean energy companies, community-based nonprofit organizations, educational institutions or labor organizations to enable said entities to carry out training programs associated with the clean energy industry that lead to economic self-sufficiency. The center shall give funding priority to entities that serve individuals in families with incomes that do not exceed 300 per cent of the poverty level, as determined by the United States Census Bureau, or a self-sufficiency standard for the local areas where the training is conducted that specifies the income needs of families, family size, the number and ages of children in the family and geographical considerations.

Said grants shall be awarded so as to ensure geographic diversity within the commonwealth with consideration given to the commonwealth's gateway cities, which shall include Brockton, Fall River, Fitchburg, Haverhill, Holyoke, Lawrence, Lowell, New Bedford, Pittsfield, Springfield and Worcester.

A report detailing the expenditure of said \$1,000,000 shall be submitted on or before May 30, 2009 to the clerks of the house of representatives and the senate, who shall forward the same to the chairs of the house and senate committees on ways and means, the chairs of the joint committee on economic development and emerging technologies, the chairs of the joint committee on telecommunication, utilities and energy, and the joint committee on environment, natural resources and agriculture.

Approved August 12, 2008

Appendix B**Self-Sufficiency Charts**

These charts are the standards from which applicants to *Jobs in Clean Energy – Pathways Out of Poverty* can choose to use for their proposals, and are intended to provide examples of family sustaining wages. Participants should be on a path toward such wages through the *Jobs In Clean Energy – Pathways Out of Poverty* Initiative.

Massachusetts Self-Sufficiency Standard for Four Family Types by City, 2006

| | 1 Adult | 1 Adult 1 Preschooler | 1 Adult 1 Preschooler 1 School-age | 2 Adults 1 Preschooler 1 School-age |
|--------------------|---------------|--------------------------|--|---|
| City | Annual | Annual | Annual | Annual |
| Boston – 2006 | \$25,874 | \$49,797 | \$58,133 | \$62,095 |
| Lowell – 2006 | \$25,255 | \$49,559 | \$57,384 | \$64,689 |
| Worcester - 2006 | \$21,298 | \$41,435 | \$48,513 | \$52,246 |
| Springfield - 2006 | \$20,360 | \$39,863 | \$46,573 | \$54,182 |
| North Adams - 2006 | \$18,897 | \$37,147 | \$44,229 | \$51,267 |

Source: Crittenton Women's Union

This chart provides the annual amount of household or family income that is designated as 300% of poverty. A family is a group of two or more people who live in the same home and who are related by birth, marriage, or adoption.

300% of Poverty Based Poverty Guidelines, 2008

| Persons in Family or Household | 100% Poverty | 300% Poverty |
|---------------------------------------|---------------------|---------------------|
| 1 | \$10,400 | \$31,200 |
| 2 | \$14,000 | \$42,000 |
| 3 | \$17,600 | \$52,800 |
| 4 | \$21,200 | \$63,600 |
| 5 | \$24,800 | \$74,400 |
| 6 | \$28,400 | \$85,200 |
| 7 | \$32,000 | \$96,000 |
| 8 | \$35,600 | \$106,800 |
| For each additional person, add | 3,600 | \$10,800 |

Source: United States Department of Health & Human Services

Appendix C**Sample Memorandum of Agreement**

(NAME of Partnership)

I. Purpose of This Memorandum

This Memorandum of Agreement (MOA) outlines the agreement between the partners listed below to develop and implement a project funded by the Jobs in Clean Energy – Pathways Out of Poverty Initiative. The overall purpose of the program is to help Partnerships address the workforce development needs of their businesses.

II. Term

This MOA shall be in effect from _____ and shall end on _____. This MOA may be terminated prior to the effective end date upon the full written approval of all the partners.

III. Partners

(List the names of the facilities participating in your Partnership, don't forget to include the unions, if necessary to the success of your project)

IV. Roles and Expectations of Partners

(Outline the specific roles and expectations of each partner. Pay particular attention to the lead partner's responsibilities)

_____ (employer name) agrees to send _____ employees to the _____ program (program name). Upon successful completion of the program the employee(s) will be given a wage increase, in the amount of _____, depending on the wage and position of the employee(s) at the time of training, to _____ employees (number of employees to receive wage increase). Assuming the graduated candidates fit our employment profile and we have available vacancies, we will be hiring ____ graduates.

V. General Terms and Conditions

(Outline the general terms and conditions all partners must comply with as a partner in the project, e.g., "Each partner will have a representative attend and participate in Advisory Board meetings" or "The terms and conditions of this MOA may be revised or modified at any time during the effective period of the MOA, upon written consent of all of the partners")

VI. Signatures

Have each partner's representative sign and date the MOA. Make sure the signatories have contractual authority for their facility.

(name) _____ (date) _____
 (name) _____ (date) _____
 (name) _____ (date) _____